

LEGAL PROCESSING SUPERVISOR II

DEFINITION

Under general direction, acts as a first line supervisor of courtroom support staff or complex County-wide operational unit, or as a second line supervisor within a document processing section; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Within the large Court Districts the employees of this class are typically responsible for several related work units with one or more Legal Processing Supervisor I's reporting to them within the document processing work units or are responsible for a very large unit of courtroom support staff. Within the smaller Court Districts employees are responsible for document processing staff and courtroom support personnel. This class is distinguished from the Legal Processing Supervisor I in that the latter acts as a first line supervisor within a document processing unit or a court-wide, but small, work unit.

ESSENTIAL FUNCTIONS

1. Plans, organizes, coordinates, assigns and evaluates the staff within the section; participates in selection and discipline; approves leave time and pay cards.
2. Schedules daily work assignments; confers with judges regarding staff issues; coaches and mentors subordinate supervisors; determines and implements employee training schedules; discusses staff work performance with unit supervisors to ensure accurate assessment of employees; meets with employee and unit supervisor regarding performance problems.
3. Confers with supervisors, managers and/or judges to determine needed changes in policies/procedures and future needs; implements or directs the implementation of changes within the work unit(s).
4. Acts as liaison between the court, attorneys, officials, other court personnel and the public; confers with judges, attorneys and law enforcement representatives on matters that involve coordination of people and/or process; works with computer support personnel to resolve problems.

5. Directs the preparation of court calendar pursuant to judicial changes or requests and administrative restructuring; works with supervising judges in assigning cases to open courtrooms; obtains the services of Pro Tem Judges, Court Reporters, and Court Interpreters; approves payment of vendors.
6. Prepares Judicial Council reports based on reports submitted by unit supervisors; collects data and assists in budget preparation; performs special projects as requested by manager.
7. Plans, schedules and provides training for courtroom clerks; oversees training of unit personnel; participates as a trainer for court-related training programs.
8. Reviews and resolves complex work unit issues, complaints or problems that may require research or compiling information; researches case histories and codes as needed by judges or other court staff.
9. Provides vacation and temporary relief for subordinates, peers and superiors as required.
10. Serves on court-wide committees; participates in the writing of operational and procedural manuals.
11. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Two years of experience as a Legal Processing Supervisor I or equivalent or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Specific education and experience related to the work of the section may be required.

Knowledge of (As related to assigned unit)

California codes, ordinances, laws, regulations, procedures and policies; operations, timetables, jurisdiction of the Court; courtroom practices and procedures; documents and terminology related to civil/small claims/criminal/traffic/probate/family law, and juvenile cases; computer and record systems of the Court; technical resource materials and information sources applicable to the area of assignment; principles and practices of supervision and training; office practices and procedures; spreadsheet and database application software.

Ability to

Supervise the work of assigned section; review and analyze problems; implement changes to work procedures; understand, explain and apply specific statutes, codes, laws, and procedures; maintain complex legal records; locate, identify and correct technical inaccuracies; prepare statistical reports.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00

Revised 6/02